



DEPARTMENT OF MILITARY AFFAIR

RECRUITMENT AND SELECTION INTERVIEW AND SELECTION PROCESS

The interview **must** be a structured process that involves asking the same question to each applicant. This does not preclude you from asking an applicant to clarify an answer. Consistent treatment of all applicants is essential.

Components of an interview should include the following:

- ☐ 1. ALLOW THE APPLICANT 15 – 20 MINUTES TO REVIEW THE POSITION DESCRIPTION AND THE INTERVIEW QUESTIONS PRIOR TO THE ACTUAL INTERVIEW
- ☐ 2. INTRODUCE APPLICANT TO HIRING TEAM
- ☐ 3. SUMMARIZE THE DEPARTMENT (the DNRC brochure is attached)
SUMMARIZE STATE BENEFITS (copy attached)
- ☐ 4. SUMMARIZE THE POSITION AND HOW IT FITS WITHIN THE AGENCY
- ☐ 5. ASK INTERVIEW QUESTIONS – (If provided) Included, but not related, are questions such as “When would you be available to start work if you are selected for the position? Do you have objections to our contacting previous employers for references?”

MAKING A SELECTION

The interviews have been completed, and now comes the task of making a selection.

1. **COMPILE SCORES** – scores from all hiring team members must be compiled and the decision made on who will be selected for the position.
2. **CHECK REFERENCES** – References should be checked for the top candidate. All questions must be job-related.

SUGGESTED QUESTIONS FOR A REFERENCE CHECK

Verify employment – dates and times.

Explore specific duties necessary to this job. *“This job requires the person to (describe job duties in as much detail as needed). Did this person perform these or similar duties for you? What is your assessment of his/her performance in these particular duties?”*

Was his/her work accurate? In need of review? Timely?”

***** Reference Check Form may be requested from the Personnel Officer

3. **MAKE DECISIONS AND OBTAIN APPROVAL** – When the hiring team has reached its decision, the division administrator must be notified and give approval to hire prior to offering the position to the applicant. (Form #5)
4. **MAKE OFFER** – Upon acceptance of the offer, all other applicants who were interviewed must be notified Immediately by phone or letter by the head of the hiring team with hiring authority.
 - Don’t leave phone messages – speak directly to the applicant.
 - Copies of letters must be sent to the Personnel Office with the recruitment packet.
 - Notified not hired by letter.

